

704 KAR 3:540. Uniform academic course codes.

RELATES TO: KRS 156.070, 156.160

STATUTORY AUTHORITY: KRS 156.070, 156.160

NECESSITY, FUNCTION, AND CONFORMITY: KRS 156.070(1) gives the Kentucky Board of Education the management and control of the common schools. KRS 156.160 requires the Kentucky Board of Education to promulgate administrative regulations for the courses of study administered in the common schools. This administrative regulation establishes a uniform system of coding academic courses in schools and districts through the student information system. A uniform course code is required to create accurate data regarding courses offered that is utilized by schools, districts, the Department of Education, the Education Professional Standards Board, and the Office of Education Accountability.

Section 1. Maintenance of Uniform Academic Course Codes. The Kentucky Department of Education shall maintain a system for uniform academic course codes and all course codes, course titles, and course descriptions shall be identified. The Kentucky Department of Education shall annually review uniform academic course codes to identify courses for revision, addition, and deletion. The Commissioner of Education shall annually approve any changes to uniform academic course codes and shall publish and distribute updated course information to all districts no later than January 31 of each year.

Section 2. Uniform Academic Course Code Requirements. (1) Local districts and schools shall use the uniform academic course codes, distributed by the Commissioner of Education annually, to classify all courses offered in each school when reporting to the Kentucky Department of Education.

(2) Reporting to the Kentucky Department of Education shall include the listing and linking of uniform academic courses.

Section 3. District and School Course Descriptions. The linking of local district and school codes to the uniform academic course codes shall be performed annually by district and school staff using the student information system.

Section 4. Annual District and School Audits. The Kentucky Department of Education shall annually audit and report the use or misuse of uniform academic course codes by districts and schools.

This is to certify that the chief state school officer has reviewed and recommended this administrative regulation prior to its adoption by the Kentucky Board of Education, as required by KRS 156.070(5). (36 Ky.R. 2260; Am. 37 Ky.R. 60; eff. 7-12-2010; -- Amd 44 Ky.R. 1657, 2015; eff. 4-6-2018.)